



Fargo Public Schools

General Bid Conditions, Specification & Instructions
Nutrition Services - Bottled and Canned Beverages
Due: April 17, 2025 at 2:00 p.m.

Fargo Public Schools is accepting sealed line-item bids with fixed pricing for the Nutrition Services Department for the 2025-26 school year for assorted Smart Snack compliant beverages to be served in the six secondary school cafeterias.

All submissions must be submitted through the online Bonfire Portal at:

<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>

Vendors should contact the Euna Support team at Support.Bonfire@eunasolutions.com for technical questions. Vendors can also visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.

Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com>. Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

Bid Timeline:

Legal Ad Publication	April 2 & 9, 2025
Bids Due and Public Opening	April 17, 2025
Board Approval	May 13, 2025

Required Products and Services

Item Specifications: Specifications for requested items are provided along with an estimated quantity to be purchased throughout the school year. Reference to a brand name and manufacturer number for each item are included as a means of fully describing the item and quality standards.

Service Expectations: All products must be properly packaged and transported to prevent damage and maintain quality. Fargo Public Schools reserves the right to reject any damaged or expired product even when not apparent or discovered until after the receipt of the items. Rejected product shall be picked up for credit and/or replacement at the site. Orders are preferred to be submitted weekly using an electronic system. All delivered produce must include a detailed invoice or packing slip.

No substitutions or new items shall be delivered without prior approval from the Director of Nutrition Services.

In the event of a manufacturer product recall, vendor will immediately provide verbal and written notification. Vendor will be responsible for all costs associated with replacement product or provide credit.

If an awarded product is discontinued or not available for longer than a four (4) week period prior to the end of the contract (June 30), the school reserves the right to cancel the line item award and offer the contract to the responsive vendor with the next lowest price for the individual line item.

Vendors may choose to provide display coolers with the understanding that any marketing on the cooler may promote only food and beverage items that comply with Smart Snack guidelines. Furthermore, vendors agree that coolers need to be utilized for all district beverages including competitor's products. Vendors must provide Fargo Public Schools with a minimum 60-day notice to remove any vendor-owned display coolers. The District may decline the use of a vendor-owned cooler.

Delivery: All delivery charges, if applicable, must be included in the bid price. Regardless of the quantity of product ordered, the vendor will provide a minimum of weekly deliveries to the six secondary school sites on negotiated days and times. Delivery days will be limited to Monday through Friday and delivery times limited between 6:00 a.m. and 2:30 p.m. Vendor will provide delivery of product to designated storage areas at the delivery site.

- Carl Ben Eielson Middle School - 1601 South 13th Avenue
- Ben Franklin Middle School - 1420 North 8th Street
- Discovery Middle School - 1717 South 40th Avenue
- North High School - 801 North 17th Avenue
- South High School - 1840 South 15th Avenue
- Davies High School - 7150 South 25th Street

Selection Process

Jackie Gapp, Chief Financial Officer, will be responsible for leading the evaluation process and maintaining bid evaluation records. Ultimate approval will be given by the FPS Board of Education. The contract will be awarded to one responsible bidder for each line item who can meet the terms and conditions, who can supply all the specified items in the listed quantities, and proposes the bid resulting in the lowest financial cost to the District. The vendor's bid on the required Bid Worksheet shall be the final delivered price. By submitting a bid, a vendor is signifying agreement to the outlined terms and conditions.

Bidders are not required to submit bids for all the listed items and doing so will not influence the outcome for awarding individual items. Vendors shall indicate their intentions not to bid on an item by writing "No Bid" or equivalent on the worksheet.

Terms of Contract: Contract period begins July 1, 2025 through June 30, 2026. The District may renew this contract two (2) times for additional one-year periods by negotiation directly with the successful bidder. The district purchases additional beverages not included in this line item solicitation from its broadline food service distributor.

Bid Submission Specifications:

- A. An attached excel **Bid Worksheet** provides responders with the product specifications and estimated quantities to be purchased in the 2025.26 school year.
 - a. Bid is a line item bid; each line is awarded to the lowest bidder. For item descriptions that list a range of acceptable number of ounces per bottle size, award will be given based on lowest unit (per bottle) price.

- b. In the worksheet, bidders are to enter the product, case count and delivered case price for each item proposed. The district is tax exempt and sales tax should not be included in pricing.

B. All submissions must be submitted through the online Bonfire Portal at:

<https://fargok12.bonfirehub.com/portal/?tab=openOpportunities>

- C. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.
- D. Vendors should contact the Euna Support team at Support.Bonfire@eunasolutions.com for technical questions. Vendors can also visit Bonfire’s help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- E. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible to be evaluated.
- F. Submissions may be amended, but only before the Submission Deadline. Vendors wishing to amend their Submissions may amend before the Submission Deadline directly on the Bonfire portal.
- G. Late proposals will not be considered.
- H. Any communication related to submissions, including the posting of Addenda, will be available on <https://fargok12.bonfirehub.com> Any questions can also be asked through the available communication tools. Vendors must be registered and logged in to ask questions.

Content of Proposal:

Proposals must include:

- 1. A thoroughly completed **Bid Worksheet**.

Geographic Preference: No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School, Fargo Public Schools may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American: Fargo Public Schools will adhere to “Buy American” for the food service program. Therefore, Nutrition Services is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. Exceptions are allowed when:

- Food preferences can only be met with foreign goods, such as bananas.
- Insufficient quantity and/or quality is available in the USA.
- Domestic cost is **significantly** higher.

Fargo Public Schools requires successful bidder(s) to be certified as Equal Employment Opportunity Affirmative Action Employers and comply with Civil Rights regulations and the Americans with Disabilities Act.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **Email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.